

ELGINIA CARBONEL SAVELLA

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Brgy. Salomague-Port, Purok Rizal-Tapao, Cabugao, Ilocos Sur 2732, Philippines
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OBJECTIVES

Devoted and kind Live-in Caretaker/Caregiver who is excited with the prospect of new challenges hopes for an opportunity to employ valuable skills, to enhance the life standard of the elderly and children, to provide excellent services like bathing, preparing meals for the family, grooming, playing time, taking for walk and feeding. Perform and completing basic housekeeping duties including laundry and complete errands for household including grocery and shopping.

Loving and caring Live-in Nanny to offer my years of experience working with children to a growing family. To provide care and affection that can enrich the lives of both children and their parents. Coming with thorough comprehension of the English language, effective communication skills, and the ability to actively listen to other peoples' questions and concerns. Proficient in Microsoft Word Office able to teach children's study lessons or school assignments in case the parents need assistance.

WORK EXPERIENCE

LIVE-IN CAREGIVER/NANNY

October 19, 2016 – 2018

EMPLOYER: Xiao, Guo Xiong
No.15, Xibian St., Yuli Township, Hualien County, Taiwan R.O.C.

- Housekeeping and home management include doing laundry, dusting, sweeping, mopping, changing bed linens, doing dishes, watering plants, checking mail, cleaning the bathroom and toilet.
- Cared for elderly with disabilities and helped with their daily living activities related to personal care. Assisted them in getting out of bed and into a chair, or standing up from a sitting position, transferring from bed to a wheelchair. Food preparation and assistance with eating like feeding the patient daily, making meals and work within a specific diet plan. Helping with personal hygiene like oral care, toileting, bathing, dressing and grooming.
- Accompanied the patients going to the hospital for check-up, attending church or community activities, traveling, taking scenic drives, and visiting friends or family, engaging in activities like reading, playing games, watching programs, chatting, and making phone calls is another set of tasks.

LIVE-IN NANNY/BABY-SITTER

December 2018-June 2020

Employer: Mrs. Laarni Balbas Segui
Soller St. Brgy. Baclig, Cabugao, Ilocos Sur

- Cared for toddlers aged 8-9 years old and provide daily updates to their parents. Completing household chores like cleaning the kitchen, living room, playing area, doing laundry while the children are in school, and other more specific tasks inside the house. Engaging in indoor and outdoor play and preparing healthy meals for the family. Managing the child's personal care, including bathing, diapering/toileting, dressing, feeding, and clothing; engaging in child-related housekeeping, including tidying the child's rooms and completing the child's laundry.

BUSINESS MANAGER (Self-Employed) /STAY AT HOME MOM

December 2020-PRESENT

One-Stop View Diner and Eatery

Brgy. Salomague-Port, Purok Rizal Tapao, Cabugao, Ilocos Sur 2732, Philippines

- Since I gave birth to a baby boy, I took care and nurtured my son. Nursing and feeding my 11 month old son, changing diapers, preparing meals, doing housekeeping work, paying bills, doing errands, taking my 7 year old niece to school, and buying groceries. Doing after school activities, teaching study lessons and school assignments. Schedule and coordinate medical and other appointments for the family. Same with my niece during her infant days up to her toddler years.
- Doing all around household chores like ensuring the Eatery place and the house are clean, neat and presentable inside and out. Washing dishes and doing laundry at home. Cooking and preparing meals daily for my family.
- Business self-employed with excellent communication skills in English language. With work dedication and good leadership, work initiative, kind and patience to high-tempered employers, customers and clients. Easily understands where the other person is coming from and knows to both prioritize and swiftly communicate that empathy. Cooking and making new ideas and recipes for customers and clients.

OFFICE CLERK

New Javier Trading Corporation (September 2014-February 2015)

Commission on Elections (February-June 2013)

- Ensured the office runs smoothly. Very good organizational and multi-tasking abilities. Answered the phone to take messages or redirect calls to appropriate colleagues. Utilized office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc. Performed other office duties as assigned. Maintained files and records so they remain updated and easily accessible. Kept an inventory of office supplies and ordering new materials as needed.

EDUCATION

Major in Political Science, Bachelor of Arts

June 2008-October 2012

Northwestern University, Laoag City, Philippines

- I finished a four-year Degree course/program to develop and understanding of institutions, laws, practices, and relations that constitute public life and modes of inquiry that promote citizenship. But aside from this, it enhanced my interpersonal and critical-thinking skills while building strong communication especially the English Language Proficiency the ability to speak and understand in public.

Cabugao Institute (Highschool)

June 2005-April 2008

Brgy. Bonifacio, Cabugao, Ilocos Sur, Philippines

CERTIFICATES/TRAININGS/CREDENTIALS

**Certification and Training for Live-in Nanny/Caregiver in Lucky Care Training Center Inc.
Accredited in Technical Education and Skills Development Authority (TESDA)**

Cleaning living room, dining room, bedroom, toilet, bathroom and kitchen. Washing and ironing clothes, linens and fabrics. Preparing hot and cold meals (cooking). Practicing occupational health and safety procedure. Applying basic first-aid. Maintaining a high standards of patient services. Providing care and support to infants and toddlers. Providing care and services to elderly. Providing care to support to people with special needs. Maintaining a healthy and safe environment. Responding to emergencies.

Working in team environment. Practicing personality development and responding effectively to difficult changing behaviour.

- **National Certificate II Training and Certification in Household Services Under Technical Education and Skills Development Authority (TESDA)**

Participate in workplace communication. Practice career professionalism. Manage own performance. Clean living room, dining rooms, bedrooms, toilets and kitchen. Doing the basic and usual household chores.

SKILLS

- Compassion, patience and kind in handling elderly and children.
- Positive attitude and affectionate in taking care of children and family.
- Willingness to learn and experience new knowledge and skills
- Efficient in communication skills, the ability to speak, write, listen and understand employers in English Language. Ability to speak and understand basic language of Chinese-Mandarin.
- Working with initiative, time management and expert in household chores.
- Expert in achieving high levels of multi-tasking by remaining focused and goal oriented.
- Housekeeping, Meal-planning and activity planning.

REFERENCES

- Xiao, Guo Xiong
No.15, Xibian St., Yuli Township, Hualien County, Taiwan R.O.C.
Employer 0917208462
- Mrs. Racquel V. Salmon
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- Mrs. Laarni Balbas Segui
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